

**REQUEST FOR PROPOSAL (FUEL REFINERY OR TERMINAL LEVEL ONLY) - No.  
01817  
FUELS**

**INTRODUCTION**

This Request for Proposal (RFP) is a competitive procurement issued by the Washington Department of Enterprise Services (Enterprise Services) pursuant to RCW chapter 39.26. Enterprise Services intends to use the RFP to establish and award a Master Contract for Fuels (Bulk/Keep Full) including Renewable Diesel, Biodiesel (B-1 Thru B-100, ULSD 1, ULSD 2, ULSD 1 Dyed, ULSD Clear), Gasoline (Unleaded Regular, Midlevel Ethanol Flex fuel (up to 51%), Ethanol Flex Fuel (51%-83%), Premium Gasoline), Diesel Exhaust Fluid (DEF), and Liquid Propane.

This RFP is divided into four (4) sections:

- [Section 1](#) provides a summary table of relevant deadlines for responding to the RFP and identifies contact information for the RFP Procurement Coordinator.
- [Section 2](#) provides important information about the procurement.
- [Section 3](#) identifies how to prepare and submit a proposal for this RFP, including detailed instructions regarding what to submit and how to submit your proposal.
- [Section 4](#) identifies how Enterprise Services will evaluate the proposals.

In addition, this RFP includes the following Exhibits:

- [Exhibit A – Proposer Information](#): This exhibit identifies the information that proposers must provide to Enterprise Services to constitute a responsive proposal.
- [Exhibit B – Fuel Specifications](#): This exhibit outlines the required specifications for the good and/or service that is the subject of this RFP.
- [Exhibit C – Proposal Price](#): This exhibit provides the pricing information that proposers will complete as part of their proposal and the price evaluation tool that Enterprise Services will use to evaluate proposals.
- [Exhibit D – Master Contract](#): This exhibit is the WA State Master Contract that the successful proposer(s) will execute with Enterprise Services.
- [Exhibit E – Complaint, Debrief & Protest Requirements](#): This exhibit details the applicable requirements to file a complaint, request a debrief conference, or file a protest regarding this RFP.
- [Exhibit F – Doing Business with the State of Washington](#): This exhibit provides information regarding contracting with the State of Washington.

- [Exhibit G – Inclusion Plan](#): This exhibit provides information regarding an Inclusion Plan with a description of the intent to meet WA goals of 26% diverse spend using any combination of Minority (MBE)-10%, Women (WBE)-6%, Small Business (SB)-5%, Veteran (VBE)-5% in contracting with the State of Washington.
- [Exhibit H – Capabilities of Fuel Refinery or Terminal](#): This exhibit provides information regarding how fuel business will be conducted at the refinery or terminal level for the entire State of Washington.

**MASTER CONTRACTS.** Enterprise Services has statewide responsibility to develop ‘master contracts’ for goods and services. A Master Contract is a contract for specific goods and/or services that is solicited and established by Enterprise Services on behalf of and for general use by specified ‘purchasers’ (see below). Typically, purchasers use our Master Contracts through a purchase order or similar document.

**MASTER CONTRACT USERS – PURCHASERS.** The resulting Master Contract from this RFP will be available for use by the following entities (“Purchasers”):

- WASHINGTON STATE AGENCIES. All Washington state agencies, departments, offices, divisions, boards, and commission; and any the following institutions of higher education in Washington: state universities, regional universities, state college, community colleges, and technical colleges.
- MCUA PARTIES. The Master Contract also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
  - Political subdivisions (e.g., counties, cities, school districts, public utility districts);
  - Federal governmental agencies or entities;
  - Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and
  - Federally-recognized Indian Tribes located in the State of Washington.
  - Multi-State Cooperative. This contract will be available for use by other through inter-state cooperatives as approved by Enterprise Services and agreed to by the awarded vendor.

While use of the Master Contract is optional for political subdivisions and public benefit nonprofit corporations authorized by the MCUA and ORCPP, these entities’ use of the Master Contract can increase Master Contract use significantly.

All purchasers are subject to the same contract terms, conditions, and pricing as state agencies.

## **SECTION 1 – DEADLINES, QUESTIONS, AND WHERE TO SUBMIT YOUR PROPOSAL**

This section identifies important deadlines for this RFP and where to direct questions regarding the RFP.

**Important dates:** The following table identifies important dates for this RFP:

<b>Item</b>	<b>Date</b>
RFP Posting Date:	December 18, 2017
Pre-Bid Conference:	January 3, 2018 9:00 A.M. to 12:00 P.M. <b>Attend in Person</b> <b>Attend via Phone</b> 1500 Jefferson Street SE 1-855-929-3239 Room 2331 Code: 805 453 916 Olympia, WA 98501
Question & Answer Period:	December 18, 2017 – January 19, 2018
Deadline for submitting Proposals:	January 26, 2018- 2 P.M. PST
Anticipated Announcement of Apparent Successful Proposer(s):	February 2, 2018
Anticipated Award of Master Contract(s):	February 16, 2018

The RFP (and award of the Master Contract) is subject to complaints, debriefs, and protests as explained in [Exhibit E – Complaint, Debrief & Protest Requirements](#), which may impact the dates set forth above.

Enterprise Services reserves the right to amend and modify this RFP. Only proposers who have properly registered and downloaded the original RFP directly via WEBS will receive notifications of amendments to this RFP, which proposers must download, and other correspondence pertinent to this procurement. To be awarded a Master Contract, proposers must be registered in WEBS. Visit <https://fortress.wa.gov/ga/webs> to register.

**Questions:** Questions or concerns regarding this RFP must be directed to the following Procurement Coordinator for the RFP:

RFP Procurement Coordinator	
Name:	Philip Saunders
Telephone:	360-407-7962
Email:	Philip.Saunders@des.wa.gov

Questions raised at the pre-bid conference and during the Q&A period will be answered and responses posted to WEBS.

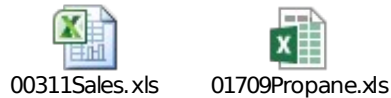
## SECTION 2 – INFORMATION ABOUT THE PROCUREMENT

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This section describes the purpose of the RFP and provides information about this procurement, including the potential scope of the opportunity.

- 2.1. **PURPOSE OF THE PROCUREMENT – AWARD A MASTER CONTRACT.** The purpose of this RFP is to receive competitive proposal(s) with full logistical capabilities starting regionally to encompass the entire state over of an agreed period of time with products at the fuel refinery or terminal level and award a WA State master contract for fuel (Bulk/Keep Full). The State of Washington has an ongoing requirement for fuel using OPIS (Oil Price Information Service) or similar system as a reference. Enterprise Services intends to award to one (1) or more refineries or terminals supported by distributor(s) in the following fuel categories:
1. Renewable Diesel
  2. Biodiesel (B-1 Thru B-100)
  3. Diesel ULSD 1, ULSD 2, ULSD 1 Dyed, ULSD Clear
  4. Gasoline (Unleaded Regular, Midlevel Ethanol Flex fuel (up to 51%), Ethanol Flex Fuel (51%-83%), Premium Gasoline)
  5. Diesel Exhaust Fluid (DEF)
  6. Liquid Propane
- 2.2. **MASTER CONTRACT.** The form of the Master Contract that will be awarded as a result of this RFP is attached as [Exhibit D – Master Contract](#).
- 2.3. **CONTRACT TERM.** As set forth in the attached Master Contract for this RFP, the term of this Master Contract is 2 years (24 months) years from award of the contract, commencing February 16, 2018 and ending February 16, 2020. Following the original term, this agreement will automatically renew for a successive eight (8) one year terms unless terminated earlier. The total contract term, including the original term and all extensions, will not exceed ten years unless circumstances require a special extension. The Master Contract is subject to earlier termination.

- 2.4. **ESTIMATED SALES.** Annual total purchases could approximate \$710,452,948 from all users. Purchase potential from other purchasers is unknown. Although Enterprise Services does not represent or guarantee any minimum purchase from the Master Contract, prior purchases under a similar contract are set forth in the following chart:X



## **SECTION 3 - HOW TO PREPARE AND SUBMIT A PROPOSAL FOR THIS RFP**

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This section identifies how to prepare and submit your proposal to Enterprise Services for this RFP. In addition, proposers will need to review and follow the requirements included in [Exhibit A - Proposer Information](#), which identifies the information that proposers must provide to Enterprise Services to constitute a responsive proposal. By responding to this RFP and submitting a proposal, proposers acknowledge having read and understood the entire RFP and accept all information contained within this RFP.

- 3.1. **PRE-BID CONFERENCE.** Enterprise Services will host a pre-bid conference at the time and location indicated in [Section 1](#) of this RFP. Attendance is not mandatory. Proposers, however, are encouraged to attend and participate. The purpose of the pre-bid conference is to clarify the RFP as needed and raise any issues or concerns that proposers may have. If interpretations, specifications, or other changes to the RFP are required as a result of the conference, the Procurement Coordinator will post an amendment to this RFP to WEBS. Assistance for disabled, blind, or hearing-impaired persons who wish to attend the pre-bid conference is available with prior arrangement by contacting the Procurement Coordinator no later than 12/27/17.
- 3.2. **PROPOSAL FORMAT.** Proposals must be complete, legible, signed (in ink for hardcopy submittals and as specified for electronic submittals), and follow the instructions stated in [Exhibit A - Proposer Information](#).
- *Hard copy proposals:* If submitting a proposal in hardcopy, proposers are encouraged not to submit proposals in three-ring binders, spiral bindings, or other non-recyclable presentation folders. Please include electronic copies of all hard copy submittals on a USB flash drive. DES prefers the same file format(s) as the format(s) used to create the submittals (i.e. MS Word, Excel) unless written information is included as a part of the submittal, such as a signature. For submittals with written information or copies of other documents such as licenses, please submit as a .pdf. Should a hard copy and an electronic copy conflict, the hard copy will prevail.
- 3.3. **PROPOSER COMMUNICATIONS REGARDING THIS RFP.** During the RFP process, all proposer communications regarding this RFP must be directed to the Procurement Coordinator for this RFP. See [Section 1](#) of this RFP. Proposers should rely only on this RFP and written amendments to the RFP issued by

the Procurement Coordinator. In no event will oral communications regarding the RFP be binding.

- Proposers are encouraged to make any inquiry regarding the RFP as early in the process as possible to allow Enterprise Services to consider and, if warranted, respond to the inquiry. If a proposer does not notify Enterprise Services of an issue, exception, addition, or omission, Enterprise Services may consider the matter waived by the proposer for protest purposes.
- If proposer inquiries result in changes to the RFP, written amendments will be issued and posted on WEBS.
- Unauthorized contact regarding this RFP with other state employees involved with the RFP may result in proposer disqualification.

3.4. **PRICING.** Proposal prices must include all cost components needed for the purchase of the goods and/or services as described in this RFP. See [Exhibit C - Proposal Price](#). A proposer's failure to identify all costs in a manner consistent with the instructions in this RFP is sufficient grounds for disqualification.

- Inclusive Pricing: Proposers must identify and include all cost elements in their pricing to include delivery of fuel. In the event that proposer is awarded a Master Contract, the total price for the goods and/or services shall be proposer's price as submitted. Except as provided in the Master Contract, there shall be no additional costs of any kind.
- Credit Cards (P-Cards): In the event that proposer is awarded a Master Contract, the total price for the goods and/or services shall be the same regardless of whether purchasers make payment by cash, credit card, or electronic payment. Proposer shall bear, in full, any processing or surcharge fees associated with the use of credit cards or electronic payment.
- Vendor Management Fee: The resulting Master Contract from this RFP will include a Vendor Management Fee as specified in the Master Contract attached as [Exhibit D - Master Contract](#).

3.5. **PROPOSER RESPONSIVENESS.** Proposers must submit complete proposals. A proposer's failure to do so may result in a bid being deemed non-responsive and disqualified. Enterprise Services reserves the right to determine a proposers' compliance with the requirements specified in this RFP and to waive informalities in a bid. Informality is an immaterial variation from the exact requirements of the competitive RFP, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to proposers.

3.6. **PROPOSAL SUBMITTAL CHECKLIST - REQUIRED PROPOSAL SUBMITTALS.** This section identifies the proposal submittals that must be provided to Enterprise

Services to constitute a responsive proposal. The submittals will be delivered in hard copy as well as USB flash drive set forth below. Proposals that do not include the submittals identified below may be rejected as nonresponsive. In addition, a proposer's failure to complete any submittal as instructed may result in the proposal being rejected. Proposers must identify each page of the submittals and any supplemental materials with the proposer's name.

☐ **EXHIBIT A1 - PROPOSER'S CERTIFICATION**

This document is the Proposer's Certification.

Complete the certification (insert name of proposer, date, and sign), attach to the proposal along with any exceptions, and submit to Enterprise Services.

☐ **EXHIBIT A2 - PROPOSER PROFILE**

This document is required information for contract administration purposes.

Complete as instructed and submit with the proposal to Enterprise Services.

☐ **EXHIBIT B - FUEL SPECIFICATIONS**

Proposer will need to confirm that they meet or exceed the detailed specifications addressed in [Exhibit B - Fuel Specifications](#).

☐ **COPY OF FEDERAL TRANSIT AUTHORITY AND BUY AMERICA ATTESTATION**

☐ **EXHIBIT C - PRICE WORKSHEET**

Proposer will need to complete the price worksheet templates as instructed in [Exhibit C - Proposal Price](#).

☐ **Exhibit G - Inclusion Plan (Non-Cost Factor)**

Proposer will complete the Inclusion Plan provided in [Exhibit G- Inclusion Plan](#) with a description of the intent to meet WA goals of 26% diverse spend using any combination of Minority (MBE)-10%, Women (WBE)-6%, Small Business (SB)-5%, Veteran (VBE)-5%.

☐ **Exhibit H - Capabilities of Fuel Refinery or Terminal (Non-Cost Factor)**

Proposer will complete [Exhibit H-Capabilities of Fuel Refinery](#) Non-Cost Factors (as a separate attachment).

☐ **AVAILABLE FUELS (CATALOG)**

Proposer will provide (as a separate attachment) a list(s) of available fuels.

☐ **COPY OF MOST RECENT PROSPECTUS**

Proposer will provide (as a separate attachment) financials of the business to ensure business's stability.



☐ **MARKETING PLAN**

Proposer will provide (as a separate attachment) a marketing plan to describe how to roll out this contract.

☐ **SERVICE CAPABILITY (DISASTER RELIEF PLAN)**

Proposer will provide (as a separate attachment) a description of their overall service capabilities in the performance of this contract. Examples: Disaster Relief if Drastic Act of Nature Occurs, Spill Plan, Technical Assistance via phone, etc. (30 page limit).

☐ **REFINERY/TERMINAL AUTHORIZATION/CERTIFICATION/LICENSE**

Proposer will provide (as a separate attachment), if other than the manufacturer, a current dated, and signed authorization from the manufacturer that the proposer is an authorized refinery, or equivalent and is authorized to sell products in WA State.

☐ **BQ-9000 CERTIFICATION (BIODIESEL ONLY)**

Proposer will provide (as a separate attachment).

☐ **CERTIFIED PATHWAYS CERTIFICATION**

Proposer will provide (as a separate attachment) for Renewable Diesel and Biodiesel a permanent or temporary certification issued from California or Oregon state Low Carbon Fuel Standard program(s) corresponding to fuel sold under this contract.

3.7. **SUBMITTING PROPOSALS.** Your proposal – Hard copy and USB Flash Drive – must be delivered to the following:

Deliver Proposals to:		
	<i>Mail your proposal to the following:</i>	<i>Deliver your proposal to the following:</i>
Hard copy:	Washington Department of Enterprise Services Contracts, Procurement, & Risk Management P.O. Box 41411 Olympia, WA 98501-1411	Washington Department of Enterprise Services Contracts, Procurement, & Risk Management 1500 Jefferson Street SE Olympia, WA 98501

- Utilizing the United States Postal Services creates an additional 1 to 2 days of mail processing. Enterprise Services does not accept responsibility for late proposals.

## SECTION 4 – PROPOSAL EVALUATION

This section identifies how Enterprise Service will evaluate RFP proposals.

4.1. **OVERVIEW.** Enterprise Services will evaluate proposals for this RFP as described below.



- Proposer responsiveness, specification, price factors and responsibility, will be evaluated based on the process described herein.
- Proposers whose proposals are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.
- Enterprise Services reserves the right to: (1) Waive any informality; (2) Reject any or all proposals, or portions thereof; (3) Accept any portion of the items proposal unless the proposer stipulates all or nothing in their proposal; (4) Cancel an RFP and re-solicit proposals; and/or (5) Negotiate with the lowest responsive and responsible proposer to determine if that proposal can be improved.
- Enterprise Services will use the following process and evaluation criteria for an award of a Master Contract:
  - **Step 1: Responsiveness.**
  - **Step 2: Specification Evaluation.**
  - **Step 3: Pricing Evaluation/Scoring Criteria.**
  - **Step 4: Oral Presentation & Equipment/Operations Demonstrations (Only 3 highest scored vendors after step 3).**
  - **Step 5: Responsibility Analysis.**

#### **SCORING SCALE**

<b>Category</b>	<b>Max Points</b>
Costs and Pricing (Exhibit C)	<b>90</b>
Inclusion Plan (Exhibit G)	<b>60</b>
Capabilities of Fuel Refinery (Exhibit H)	<b>40</b>
Oral Presentation & Equipment/Operations Demonstration	<b>10</b>
<b>Totals</b>	<b>200</b>

4.2. **RESPONSIVENESS (STEP 1).** Enterprise Services will review proposals – on a pass/fail basis – to determine whether the proposal is ‘responsive’ to this RFP. This means that Enterprise Services will review each proposal to determine whether the proposal is complete (i.e., does the proposal include each of the required proposal submittals, are the submittals complete, signed, legible). Enterprise Services reserves the

right – in its sole discretion – to determine whether a proposal is responsive.

- 4.3. **SPECIFICATIONS EVALUATION (STEP 2).** Enterprise Services will evaluate each proposal to ensure that each proposer’s product or service meets the specifications. Enterprise Services reserves the right to request additional information or perform tests and measurements before selecting the Apparent Successful Proposer (“ASB”). A proposer’s failure to provide requested information to Enterprise Services within ten (10) business days may result in disqualification.
- 4.4. **PROPOSAL EVALUATION (STEP 3).** Enterprise Services will evaluate proposals – to identify the highest evaluation total – by reviewing and comparing the submitted proposals for all Fuels as described in the RFP. Proposers with the highest combined evaluation total in the listed combined categories will be considered for negotiation/award, an example table to total evaluation score is below.

<b>Example Fuel (Refinery/Terminal)-Step 3</b>				
Evaluation Criteria	Terminal 1	Refinery 1	Refinery 2	Terminal 2
Costs and Pricing (Exhibit C)	70	89	75	80
Inclusion Plan (Exhibit G)	49	57	40	57
Capabilities of Fuel Refinery/Terminal (Exhibit H)	30	39	31	33
<b>STEP 3 TOTAL</b>	<b>149</b> <b>Move forward to Demo</b>	<b>185</b> <b>Move forward to Demo</b>	<b>146</b> <b>Unsuccessful Proposal</b>	<b>170</b> <b>Move forward to Demo</b>

- 4.5. **ORAL PRESENTATION & EQUIPMENT/OPERATIONS DEMONSTRATION (STEP 4).** The three (3) highest scored proposers in Step 4 will participate in a Presentation to the RFP Evaluation team. Presentations will occur in onsite at proposer’s facility on a date to be determined following the ASB announcement. Presentations must include proposer’s company representatives in each area scored and will be scored by the evaluation team. Presentation scores will be added to the proposal evaluation total established in Step 3 to determine each proposer’s Total Evaluation Score.

<b>Example Fuel (Refinery/Terminal)-Step 4</b>			
Evaluation Criteria	Terminal 1	Refinery 1	Terminal 2
Total Points from Step 3	<b>149</b>	<b>185</b>	<b>170</b>
Explain your full spectrum of logistic capability to provide fuel regionally to later encompass the entire state with a proposed timeline. (3 points)	1	2	2

Describe in detail about your company's ability to address natural disasters and the plan to ensure there will be fuel available to customers during the disaster. (3 points)	1	3	2
Describe your ability to partner with sub-contractors to ensure there is no break in service to customers and scheduled payments to the sub-contractors. (2 points)	1	2	1
A schematic or tour of your company's facility to ensure all capabilities will be met to include but not limited to racks, storage, administration operations, logistics operations, etc. (2 points)	1	2	2
<b>STEP 4 TOTAL</b>	<b>4</b> <b>Move forward to ASB Consideration</b>	<b>9</b> <b>Move forward to ASB Consideration</b>	<b>7</b> <b>Move forward to ASB Consideration</b>

4.6. **RESPONSIBILITY ANALYSIS (STEP 5).** For responsive proposals, Enterprise Services will make reasonable inquiry to determine the responsibility of any proposer. Determination of responsibility will be made on a pass/fail basis.

- Financial Information: Enterprise Services may request financial statements, credit ratings, references, record of past performance, clarification of proposer's offer, on-site inspection of proposer's or subcontractor's facilities, or other information as necessary. Failure to respond to these requests may result in a proposal being rejected as non-responsive.
- References: Enterprise Services reserves the right to use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and timeliness. Any negative or unsatisfactory reference can be reason for rejecting a proposer as non-responsible.
- Tie Breaker: In the event of a total evaluation score tie, only the proposer with the highest score in Proposal Price [Exhibit C - Proposal Price](#) and [Exhibit H - Capabilities](#) will be considered.

4.7. **ANNOUNCEMENT OF APPARENT SUCCESSFUL BIDDER.** Enterprise Services will determine the Apparent Successful Bidders ("ASB"). The ASBs will be the responsive and responsible proposers that meet the RFP requirements and have the highest evaluation total, an example table to total evaluation score is below.

**Example Fuel (Refinery/Terminal)-Step 5**

Evaluation Criteria	Terminal 1	Refinery 1	Terminal 2
Costs and Pricing (Exhibit C)	70	89	80
Inclusion Plan (Exhibit G)	49	57	57
Capabilities of Fuel Refinery/Terminal (Exhibit H)	30	39	33
Oral Presentation & Equipment/Operations Demonstration	4	9	7
<b>STEP 4 TOTAL</b>	<b>153</b>	<b>194</b> <b>Announced as ASB</b>	<b>177</b>

- Designation as an ASB does not imply that Enterprise Services will issue an award for a Master Contract to your firm. Rather, this designation allows Enterprise Services to perform further analysis and ask for additional documentation. The proposer must not construe this as an award, impending award, attempt to negotiate, etc. If a proposer acts or fails to act as a result of this notification, it does so at its own risk and expense.
- Upon announcement of the ASB, proposers may request a debrief conference as specified in [Exhibit E – Complaint, Debrief & Protest Requirements](#).

4.8. **AWARD OF MASTER CONTRACT.** Subject to protests, if any, Enterprise Services and the ASB will enter into a Master Contract for good and/or service as set forth in [Exhibit D – Master Contract](#).

- An award, in part or full, is made and a contract formed by signature of Enterprise Services and awarded proposer(s) on the Master Contract. Enterprise Services reserves the right to award on an all-or-nothing consolidated basis.
- Enterprise Services reserves the right to award a contract for a refinery or terminal's **Entire Fuel Offerings** as a whole or by category or item depending on whichever method results in the lowest overall cost to Purchasers. Separate awards will be considered only if the price offered is great enough to offset additional costs inherent to multiple contracts. Proposers are not required to submit a proposal on all categories included in the proposal.
- Following the award of the Master Contract, all proposers will receive a Notice of Award, usually through an email to the proposer's email address provided in the proposer's proposal.

4.9. **PROPOSAL INFORMATION AVAILABILITY.** Enterprise Services will post proposal evaluations to the Enterprise Services' website.

- 4.10. **ADDITIONAL AWARDS.** Enterprise Services reserves the right, during the resulting Master Contract term, to make additional Master Contract awards to responsive, responsible proposers who are not awarded a Master Contract. Such awards would be on the same or substantially similar terms and conditions and would be designed to address a Contractor vacancy (e.g., a contractor is terminated or goes out of business), respond to Purchaser needs, or be in the best interest of the State of Washington.

## **EXHIBIT A1 - PROPOSER'S CERTIFICATION**

**Required Submittal:** Proposers must complete the attached Proposer's Certification and return as part of their proposal submittal. File should be titled **Company Name\_Proposer Certification**

Exhibit A1 - Bidder's Certification

## **EXHIBIT A2 - PROPOSER'S PROFILE**

**Required Submittal:** Proposers must complete the attached Proposer's Profile and return as part of their proposal submittal. File should be titled **Company Name\_Proposer Profile**

Exhibit A2 - Bidder's Profile

## EXHIBIT B - FUEL SPECIFICATIONS

**Specifications:** By submitting a proposal, Proposers are agreeing that they comply with all specifications provided in this Exhibit



EXHIBIT B-FUEL SPECIFICATIONS

**Required Submittal:** Proposers must complete the attached FTA and Buy America Attestation and return as part of their proposal submittal. File should be titled **Company Name\_FTA**





## EXHIBIT C - PROPOSAL PRICE

### Proposal Costs and Pricing (Maximum Points: 90)

**Pricing Offer:** By submitting proposal pricing, Proposers are agreeing that they comply with all specifications provided in [Exhibit B-Specifications](#).

**Required Submittal:** Proposers must complete the attached Pricing Sheet and return as part of their proposal submittal. File should be titled **Company Name\_Exhibit C**

**Costs and Pricing:** Fuels provided shall include all delivery and associated fees; and where applicable, be based on exacting indexes and benchmarks. Proposal pricing shall include prompt payment discount and destination to customer included in final price. Government mandated taxes shall not be included and be a separate line item on the invoice.

Proposal pricing shall include **ALL** applicable rebates, tax credits, and all credits will be subtracted from Fuel Price Point at time of purchase of the Fuel as posted under the Washington State Department of Enterprise Services Report.

### Price Sheet Submission

Pricing Information/Structure. See Price Proposal Sheet. This section shall communicate your proposed costs and pricing for required services. Exhibit C, Price Proposal Sheet must be used and a copy of the OPIS report showing the Portland area Daily Branded Rack Average for Monday, January 11, 2018 at 3:00 PM PST shall be included with this section.

Proposers for propane will use Phillips 66 Ferndale, WA (Tank Car) and Conway (Principal Averages to index propane pricing. Tank rental fees will be a separate line item.

Respond to as many of the provided Representative Fuels (with their associated fields) as you may choose to propose, but provide only one proposal per Representative Fuel. Supply all related information for each Representative Fuel in the appropriate areas and formats required on the Price Sheets and place **No Bid** if not bidding in a region or fuel type.



01817 Exhibit C  
Pricing Sheet.xlsx

### Instructions

**DO NOT ALTER THE PRICE SHEET IN ANY WAY.** If discrepancies are found in the price sheet, alert the Procurement Coordinator (listed in Section 1) immediately.

Proposer shall provide all information requested in columns provided. Failure to provide such information may cause the proposal to be deemed non-responsive and may be rejected.

Proposers shall reference the chart below and the attached Keep Full/Will Call sheet, included below, for current regional and customer data for (Bulk/Keep and Will Call) to identify customers, delivery sites, fuel gallons, types of fuel required per location). No fuel amounts or customer numbers are guaranteed and only to be used as a reference for pricing consideration.

<b>Region (Bulk/Keep Full and Will Call)</b>	<b>Counties within the Region</b>
(CPS) Central Puget Sound	King, Pierce, Thurston, Special: McNeil Island has its own delivery fee
(NC) North Central	Okanogan, Chelan, Douglass, Grant
(NE) Northeast	Stevens, Ferry, Pend Oreille, Lincoln, Spokane
(NPS) North Puget Sound	Whatcom, Skagit, Snohomish, Island
(P) Peninsula	Clallam, Jefferson, Mason, Kitsap, Grays Harbor
(SC) South Central	Benton, Kittitas, Yakima, Klickitat
(SE) Southeast	Adams, Whitman, Asotin, Garfield, Columbia, Walla Walla, Franklin
(SW) Southwest	Pacific, Lewis, Skamania, Clark, Cowlitz, Wahkiakum
Not Serviced	San Juan – Is not initially a part of this contract. By mutual negotiation, it may become a part of this contract at a later time.



Bulk and Keep Full  
Will Call.xlsx

**Note: The two category tabs listed in the excel are below:**

Each Excel File (workbooks) contains a “regional projected usage” worksheet for each region.

Bulk = Bulk Category

KFWC = Keep-full / Will-call Category

**Liquefied Petroleum (LP) Gases:** By submitting proposal pricing, Proposers are agreeing that they comply with all specifications provided in Exhibit B-Specifications.



Propane Locations  
& Customers.xlsx

## **EXHIBIT D - MASTER CONTRACT**

See attached Washington State Master Contract (**example only**) for RFP No. 01817  
- Fuels

***Note: Exhibit D-Master Contract will be negotiated before finalized and Exhibit D is an example attachment with some standard language.***

## **EXHIBIT E - COMPLAINT, DEBRIEF, & PROTEST REQUIREMENTS**

EXHIBIT E - COMPLAINT, DEBRIEF, & PROTEST REQUIREMENTS

## **EXHIBIT F- DOING BUSINESS WITH THE STATE OF WASHINGTON**

EXHIBIT F- DOING BUSINESS WITH THE STATE OF WASHINGTON

## **EXHIBIT G- INCLUSION PLAN**

### **Inclusion Plan (Non-Cost Factor) (Maximum Points: 60)**

**Required Submittal:** Proposers must complete the attached Pricing Sheet and return as part of their proposal submittal. File should be titled **Company Name\_Exhibit G**



01817 Exhibit G  
Inclusion Plan.xlsx



## **Exhibit H**

### **Capabilities of Fuel Refinery (Non-Cost Factor) (Maximum Points: 40)**

**Required Submittal:** Proposers must complete the attached Pricing Sheet and return as part of their proposal submittal. File should be titled **Company Name\_Exhibit H**



01817 Exhibit H  
Non-Cost.xlsx